

REQUEST FOR QUALIFICATIONS FOR INDEPENDENT EVALUATORS
RFQ #13240201

The Heart of Texas Workforce Development Board (the Board) is soliciting interested and qualified individuals to serve as independent evaluators to review and score proposals received for **Child Care Services Management & Operations**.

Selection Criteria

The Board intends to contract with up to three outside evaluators as a result of this RFQ. The selection will be based on the following criteria and scores. Individuals interested in serving as independent proposal evaluators must address the following criteria:

Qualifications – 35 Points

- Knowledge of the CCS program and understanding of the rules and regulations guiding the CCS Program as administered by the Texas Workforce Commission and the Administration for Children and Families (ACF) and the Workforce Innovation and Opportunity Act (WIOA).
- Knowledge of state and federal regulations guiding CCS budgets, cost principles and fiscal requirements.

Experience – 30 Points

- Professional experience reviewing same or similar type of proposals.
- Total number of years of experience with CCS program evaluations, procurement and/or fiscal tasks.
- Resume that includes three professional references. The number of years should be supported by information included on your resume.

Availability – 35 Points

- Available for an evaluator orientation conference call.
- Available to review/score proposals May 2 – May 11, 2024.
- Submit completed evaluation instruments for all proposals no later than May 11, 2024.
- Available for a potential conference call to justify any score which is more than 2 standard deviations from the mean.

Historically Under-utilized Businesses (HUB) – 5 Points

- Certified HUBs will receive 5 points on the proposal evaluation. HUB Certification must be included with the proposal to receive these points.

Compensation

Selected evaluators will be paid \$700.00 for each proposal thoroughly evaluated, including time on potential conference calls. If a lead evaluator is utilized, an additional \$300 will be provided for the lead.

Conflict of Interest

Selected evaluators must assure that they have no real or apparent conflict of interest in reviewing proposals with vendors. If an evaluator finds that there is conflict of interest, the evaluator must immediately recuse themselves from the evaluation.

Response

Interested individuals must submit a cover letter addressing each of the criteria listed in the Selection Criteria section above and an abridged resume, which highlights experience and key qualifications. Please also address your willingness to serve as a lead evaluator. Submit the required materials in PDF format in a single folder titled with your name and the date submitted, e.g., "Erin_Dosher_4-24-2024" by **1:00 PM, Wednesday, April 24, 2024** to https://hotworkforce-my.sharepoint.com/:f/p/erin_dosher/EndOc7BWKMBJsG8c29MfJq8BOyrrWg0Zpx2wyChCEGLZLA. Should you run into issues when trying to submit, please contact Erin Doshier at (254) 296-5386 or at procurement@hotworkforce.com. It is recommended that you allow yourself plenty of time to submit electronically, all electronic submissions after the due date and time will not be counted as submitted on time.

RFP #13240101 Management and Operations of Workforce Solutions for the Heart of Texas Child Care Services is available at <https://www.hotworkforce.com/home/about-us/business-opportunities/>.